

Arbor Heights Elementary School PTA

Board Meeting Notes

September 13, 2011 7pm

Arbor Heights Elementary School Library

Present: John Christensen, Ken Cobley, Barb Glascock, Roslyn Shea, Lonjina Verdugo, Sabrina Ernst, Lisa Olson, Jihyun Andersen, Ann Bury, Cori Roed, Marianne Weber, Christy Collin, Fran, Merri Patton

I. Opening (John)

Please make sure all board members are PTA members for this year. Krista Zuber may be a co-secretary; Sabrina Ernst will be our new co-treasurer, taking Katherine's place.

Merri introduced "ask me" buttons to be made available at all events and meetings. Any PTA member may wear one.

II. Treasurer Update (Fran)

Fran and Sabrina need to get on the account to make deposits. Lohina needs a check to pay for Fauntleroy Hall for the auction. Barb needs to pay for kitchen help; she will fill out the SPS form and get an invoice.

III. Communication Update (Lisa)

Lisa is working on a document that allows families to state preferred method of communication from the school. This will be filled out per family, and will go home with the youngest child. Data will be entered per student. Will use data to build a school directory. Discussed how to distribute; considering PDR with watermark and restrictions on forwarding. This is PTA-sponsored so will consider asking non-members to pay for access. May offer option for classroom/grade level information vs. sending out to the entire school. Need to include section on yearbook. Cori will get a copy of the opt in/out form.

Lisa also discussed updates to the website with new sections added to Wikipeage: membership, volunteering, and fundraising. Also has google calendar update with links to page of each event. Members can edit Wiki membership. Discussed fact that parents do not know what information can be found on Wiki. Mr. Ahlness has agreed to spearhead "Wiki Night." Would also be nice to draft handout on where to look for information about the school. Note that AH Elementary also has Facebook and Twitter accounts.

Yahoo Groups list could use some clean-up. Circulated list and weeded out those known to no longer be at the school. Will plan to circulate at General Meeting and email those on the list who are questionable.

Clarification that anything that needs to go out to staff goes through Christy first.

IV. Volunteer Update (Barb)

Volunteer flyer went out in packets. Will have flyer for Spaghetti Dinner at the BBQ and in green letter. Will have volunteer table for Fall/Winter events at the BBQ.

Reviewed responsibilities of grade parents (3-4/grade):

1. Bake sales
2. Popcorn Fridays (1/mo.)
3. Auction projects/baskets – 1 per classroom
4. Help with teacher appreciation

V. Standing Rules Update (John)

Draft circulated. Requested we edit and return to John by Thursday. Kept in law book with articles of incorporation, tax ID#, etc.

VI. Grants Update (Merri)

Merri attended meeting this morning (Coffee Chat) with Christy to learn about needs of the school. Biggest need is computer lab (hardware), and emergency preparedness. There is an Emergency Preparedness Grant with \$20,000 available. Lisa believes Jennifer McNeal would be interested in taking this on. Also discussed small and simple project; has October 17th deadline. Would provide \$20,000 we could use for computer lab. Will also designate computer lab during auction for “raise the paddle” fundraising. Supposedly the district is supplying 79 computers but Christy needs to find out if they are new or refurbished.

Discussion around these larger needs for the school. We agree we will try to fund a few large things rather than several small projects. Projects need to be submitted at October 20th General Meeting. Voting to take place in November.

VII. September BBQ

Planning for 4:45pm set-up. PTA has canopies. Need to get a food handlers permit if you are cooking/distributing food. The YMCA is scheduled for help with childcare in the gym during the meeting.

VIII. September Agenda

Standing rules approved, ratify budget (from May), board member self-introduction (follow list in binders for order).

IX. Closing

Christy met with staff; they are pleased with the PTA. Tomorrow will be voting on staff members of BLT and PTA. Liason still undesignated.

Staff are requesting revision of basic policies and procedures. May be included with directory. Also need to collect allergy issues in each classroom.